

Request for Proposals

Utah Commission on Criminal and Juvenile Justice
State of Utah
State Asset Forfeiture Grant
(Competitive)

FY 2023 Funding

\$300,000 - State Asset Forfeiture Grant

Application Deadline: Friday, May 13th, 2022

This document describes procedures and requirements to apply for the State of Utah - State Asset Forfeiture Competitive Grant (SAFG). The FY 2023 SAFG law enforcement competitive grant program will award grants to Utah law enforcement agencies throughout the state. The funding period is July 1, 2022 to June 30, 2023. Total funds available this year are \$300,000. Please direct RFP and application questions to: Richard Ziebarth at rzebarth@utah.gov

Grant Award Limits:

Applicants may apply for a grant of no less than \$5,000 and no more than \$50,000. No agency can submit more than one application. No funding can be used for personnel, benefits or over-time costs. There is no guarantee of funding for any applicant.

Eligible Agencies:

1. Utah law enforcement agencies statewide.
2. Non-law enforcement criminal justice agencies may also apply, but only when partnering with and applying through a Utah law enforcement agency. A partnership application will need to be submitted by the law enforcement agency and all partner agencies will have to submit a letter of support from the agency CEO.

The SAFG Competitive Grant Scoring Process and Score Sheet:

All applications will be reviewed by a three to five member review committee and awards will be based purely on score. Below is an example of the scoring sheet that will be used by review committee members to evaluate your application proposal. There is no guarantee of funding for any applicant.

Applicant: _____	Application Number: _____																		
Reviewer: _____																			
FY 2023 State Asset Forfeiture Grant Review Criteria and Scoring Sheet																			
Application Cover Page (10%)	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td>0</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>X</td><td>Total</td><td>Comments</td> </tr> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td>2</td><td></td><td></td> </tr> </table> <div style="border: 1px solid black; height: 100px; margin-top: 5px;"></div>	0	1	2	3	4	5	X	Total	Comments							2		
0	1	2	3	4	5	X	Total	Comments											
						2													
a. All fields within the cover page are complete. b. The budget matrix on the cover page accurately reflects the budget narrative pages in the application. c. All fields within the cover page are complete.																			
Application Narrative (45%)	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td>0</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>X</td><td>Total</td><td>Comments</td> </tr> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td>9</td><td></td><td></td> </tr> </table> <div style="border: 1px solid black; height: 100px; margin-top: 5px;"></div>	0	1	2	3	4	5	X	Total	Comments							9		
0	1	2	3	4	5	X	Total	Comments											
						9													
a. At least 1 of 7 SAFG Purpose Areas selected? b. Problem Statement: Clearly describes the problem to be addressed with SAFG funding and supports the <u>problem statement</u> with data and statistics? c. Plan to Address the Problem: Clearly describes how SAFG funding will be used to address the problem identified and supports the <u>plan</u> with data and statistics? d. Application narrative does not exceed the 3 page limit.																			
Application Budget Tables & Narrative (45%)	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td>0</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>X</td><td>Total</td><td>Comments</td> </tr> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td>9</td><td></td><td></td> </tr> </table> <div style="border: 1px solid black; height: 100px; margin-top: 5px;"></div>	0	1	2	3	4	5	X	Total	Comments							9		
0	1	2	3	4	5	X	Total	Comments											
						9													
a. Costs are reasonable for the project as outlined. b. Budget provides narrative justification of budget expenditures. c. Budget includes computation that clearly identifies the cost and quantity of each item. d. All costs are allowable under the SAFG grant.																			
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	<table border="1" style="display: inline-table;"> <tr> <td>Final Score</td> <td>0</td> </tr> </table>	Final Score	0																
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<p>Scoring is based on a scale of zero to five, with 5 being the highest possible and 0 the lowest. The highest score possible for any applicant is 100.</p> <table style="width: 100%;"> <tr> <td style="width: 15%;">Five:</td> <td style="width: 35%;">Excellent</td> <td style="width: 50%;">Responsive and well-executed</td> </tr> <tr> <td>Four:</td> <td>Above average</td> <td>Exceeds minimum in some areas</td> </tr> <tr> <td>Three:</td> <td>Acceptable</td> <td>Meets the minimum requirements of the RFP</td> </tr> <tr> <td>Two:</td> <td>Fair</td> <td>Partially unresponsive in some area</td> </tr> <tr> <td>One:</td> <td>Inadequate</td> <td>Fails to meet perceived needs</td> </tr> <tr> <td>Zero:</td> <td>Non-responsive</td> <td>Not addressed in the proposal</td> </tr> </table>		Five:	Excellent	Responsive and well-executed	Four:	Above average	Exceeds minimum in some areas	Three:	Acceptable	Meets the minimum requirements of the RFP	Two:	Fair	Partially unresponsive in some area	One:	Inadequate	Fails to meet perceived needs	Zero:	Non-responsive	Not addressed in the proposal
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The SAFG Program was created to address the following:

- deterring crime by depriving criminals of the profits and proceeds of their illegal activities;
- weakening criminal enterprises by removing the instrumentalities of crime;
- reducing crimes involving substance abuse by supporting the creation, administration, or operation of drug court programs throughout the state;
- encouraging cooperation between local, state, and multi-jurisdictional law enforcement agencies;
- allowing the costs and expenses of law enforcement to be defrayed by the forfeited proceeds of crime; and
- increasing the equitability and accountability of the use of forfeited property used to assist law enforcement in reducing and preventing crime.

SAFG Grant Purpose Areas:

1. Controlled substance interdiction and enforcement activities.
2. Drug court programs.
3. Activities calculated to enhance future investigations.
4. Law enforcement training that includes (but not limited to):
 - a. *Implementation of the Fourth Amendment of the federal constitution and Utah Constitution Article I, Section 7, and addresses the protection of the individual's rights of due process.*
 - b. *Protection of the rights of innocent property holders.*
 - c. *The 10th Amendment of the federal constitution regarding states' sovereignty and the states' reserved rights.*
5. Law enforcement or detention facilities
6. Law enforcement operations or equipment which are not routine costs or operational expenses.
7. Drug, gang, or crime prevention education programs which are sponsored in whole or in part by the law enforcement agency.

Allowable Costs of the SAFG State Grant Program:

- Controlled substance interdiction and enforcement activities.
- Drug court programs.
- Activities calculated to enhance future investigations.
- Law enforcement training that includes:
 - Implementation of the Fourth Amendment of the federal constitution and Utah Constitution Article I, Section 7, and addresses the protection of the individual's rights of due process.
 - Protection of the rights of innocent property holders.
 - The Tenth Amendment of the federal constitution regarding states' sovereignty and the states' reserved rights.
- Law enforcement or detention facilities.
- Law enforcement operations or equipment which are not routine costs or operational expenses.
- Drug, gang, or crime prevention education programs which are sponsored in whole or in part by the law enforcement agency or its legislative body.
- Matching funds for other state or federal law enforcement grants.

- Support of the crime victim reparations fund.

Unallowable Costs of the SAFG State Grant Program:

- Payment of salaries, retirement benefits, or bonuses to any person.
- Over-time payments of any kind.
- Payment of enforcement expenses not related to law enforcement.
- Uses not specified in the agency's award application.
- Uses not approved or appropriated by the agency's legislative body.
- Payments, transfers, or pass-through funding to entities other than law enforcement agencies.
- Uses, payments, or expenses that are not within the scope of the agency's functions.
- The purchase of alcoholic beverages or entertainment of any kind is not permitted with grant funds.
- Indirect costs



SAFG Grant Unallowable Costs: Law enforcement purposes for which award monies may not be granted or used include:

- payment of salaries, retirement benefits, Overtime, or bonuses to any person;
- payment of enforcement expenses not related to law enforcement;
- uses not specified in the agency's award application;
- uses not approved or appropriated by the agency's legislative body;
- payments, transfers, or pass-through funding to entities other than law enforcement agencies; or
- uses, payments, or expenses that are not within the scope of the agency's functions.

Schedule Summary

FY 2023 State Asset Forfeiture Grant (SAFG)	
April 7, 2022	SAFG Law Enforcement competitive grant applications released. The application you will use is on the following pages of this RFP (pages 5-8).
May 13, 2022	<p>Please email one electronic copy of your completed SAFG grant application in WORD format and without signatures to: rziebarth@utah.gov</p> <p>Your application must be emailed to CCJJ on or before Friday May 13, 2022 by 11:59pm. NO LATE APPLICATIONS WILL BE ACCEPTED.</p>
May 14th, 2022 to approximately June 1, 2022	Applications will be reviewed and scored as quickly as possible after the application solicitation period ends on May14, 2022. Applicants will be notified if their application was or was not selected for funding. No applicant is guaranteed funding in this competitive process.

Application Cover Page (10%)

State of Utah  UTAH COMMISSION ON CRIMINAL & JUVENILE JUSTICE		
Utah State Capitol Complex East Office Building, Suite E330 Salt Lake City, Utah 84114-2330 Ph: (801) 538-1031 Fax: (801) 538-1024		
State Asset Forfeiture Grant (SAFG)		CCJJ Grant # 23N
1. Your Agency Name and Address: <div style="height: 40px; border: 1px solid black;"></div>		
2. Agency Contact (Grant Project Director):		<div style="height: 25px; border: 1px solid black;"></div>
3. Phone Number:		<div style="height: 25px; border: 1px solid black;"></div>
4. E-mail Address:		<div style="height: 25px; border: 1px solid black;"></div>
5. Grant Start Date and End Date:		Start Date: 7/1/2022 End Date: 6/30/2023
6. Federal Tax Identification Number (87-_____):		<div style="height: 25px; border: 1px solid black;"></div>
7. Application Budget Summary:		
Contract Services:		<div style="height: 25px; border: 1px solid black;"></div>
Equipment, Supplies and Operating :		<div style="height: 25px; border: 1px solid black;"></div>
Travel & Training:		<div style="height: 25px; border: 1px solid black;"></div>
Total Grant Funds:		<div style="height: 25px; border: 1px solid black;"></div>
Signature in line 9 indicates acceptance of the application narrative, budget, certified assurances and grant conditions.		
8. Print Name and Title of Official Authorized to Sign <div style="height: 40px; border: 1px solid black;"></div>		9. Signature of Official Authorized to Sign <i>(Official authorized to sign includes: City/County Mayor, Manager or Commissioner, Agency Director or President.</i> <div style="height: 40px; border: 1px solid black;"></div>
For CCJJ use ONLY		
Tom Ross, Executive Director of CCJJ		<div style="height: 40px; border: 1px solid black;"></div>

Application Narrative (45%)

Application Narrative: In order for your application to be competitive it will necessary for you to address Sections a, b, and c application narrative: **Application narratives should be Calibri or Arial 11 point and be 1 to 3 pages max.**

a) Please indicate which of the following 7 SAFG Purpose Area(s) your project will focus on (select one or more):

	1) Controlled substance interdiction and enforcement activities.
	2) Drug court programs.
	3) Activities calculated to enhance future investigations.
	4) Law enforcement training that includes (but not limited to): a) <i>Implementation of the Fourth Amendment of the federal constitution and Utah Constitution Article I, Section 7,</i> b) <i>Protection of the rights of innocent property holders.</i> c) <i>The 10th Amendment of the federal constitution regarding states' sovereignty and the states' reserved rights.</i>
	5) Law enforcement or detention facilities.
	6) Law enforcement operations or equipment which are not routine costs or operational expenses.
	7) Drug, gang, or crime prevention education programs which are sponsored in whole or in part by the law enforcement agency.

b.) **Problem Statement:** Clearly describe the problem to be addressed with SAFG grant funding and support your problem statement with data and statistics where possible:

c.) **Plan to Address the Problem:** Clearly describe how SAFG funding will be used to address the problem you have identified and support your plan with data and statistics where possible:

Application Budget Tables & Narrative (45%)

Complete the Budget Tables page by including cost and quantity of items to be purchased. Within each budget category, you must provide a brief narrative description of the items to be purchased and explain how they will benefit your grant project.

CONTRACT SERVICES: Persons with specialized skills who are not on the payroll are considered consultants. **When a consultant is known, a resume listing the consultant's qualifications and contract must accompany the application.** However, if the position is vacant and the project receives funding, this information must be forwarded to the Commission when a contract with the consultant is signed. All procurement transactions, whether negotiated or competitively bid without regard to dollar value, shall be conducted in a manner so as to provide maximum open and free competition. Describe the procedure to be used in acquiring the consultant (i.e., small purchase procedures, competitively sealed bids, non-competitive negotiation, etc.). **Fee justification must be provided in the budget narrative.**

Contractor Name	Services to be Provided	# of Hours	Hourly Rate	Total Cost

Contract Narrative:

CONTRACT SERVICES

Total Contract Costs	\$0
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EQUIPMENT, SUPPLIES AND OPERATION (ESO): Equipment is tangible, nonexpendable personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. A recipient may use its own definition of equipment provided that such definition would at least include all equipment defined above. All procurement transactions, whether negotiated or competitively bid and without regard to dollar value, shall be conducted in a manner so as to provide a maximum open and free competition. A competitive sealed bid process must be conducted. Sole source contracts must be approved by the Commission prior to being awarded. Supplies include general office supplies, cleaning, maintenance costs, training materials, books and subscriptions, research forms, postage stamps, operating expenses, and other expendable materials for the life of the project. All supply purchases covered by this grant must be necessary for the project to achieve its goals and objectives. All procurement transactions, whether negotiated or competitively bid and without regard to dollar value, shall be conducted in a manner so as to provide a maximum open and free competition. Aggregate purchases between \$1,000 and \$5,000: Quotes should be obtained (by phone, fax or letter) from at least two vendors. Awards must be made to vendor submitting the lowest quote meeting the minimum specifications and required delivery date. Purchases exceeding \$5,000: A competitive sealed bid process must be conducted. Sole source contracts must be approved by the Commission prior to being awarded.

ESO Narrative:

EQUIPMENT, SUPPLIES AND OPERATION	
Total ESO Costs	\$0.00

TRAVEL AND TRAINING: Briefly describe the Travel/Training costs you will pay for with JAG funds. Include your travel destination, travel purpose, cost of lodging, per diem, ground transport, airfare, etc. Travel costs (including per diem) must follow state of Utah rates unless your agency travel rates are more restrictive. See Utah State Travel Rates at: <https://fleet.utah.gov/state-travel-a/in-state-per-diem-rates-1/>

Travel and Training Narrative:	
TRAVEL AND TRAINING	
Total Travel and Training Costs	\$0

TOTAL GRANT BUDGET	
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